



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>ACCOUNTANT SUPERVISOR</b>
<b>Class Code Number</b>	

### General Statement of Duties

Assigns, reviews, supervises, and participates in the daily operations and activities of the accounting functions in the Finance Department, including performing complex and professional accounting, financial reporting and budgetary work; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to assign, review, supervise, and participate in the daily operations and activities of the accounting functions in the Finance Department, including performing complex and professional accounting, financial reporting and budgetary work. The work is performed under the supervision and direction of the department head, but considerable leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over assigned personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Assigns, reviews, supervises, and participates in the daily operations and activities of the City's accounting functions, including planning, prioritizing, scheduling, and reviewing the work of personnel; trains and provides direction to assigned staff to implement goals, objectives, and functions related to accounting and budget

- administration, including evaluating assigned personnel, coordinating and participating in ongoing training activities, participating with staff in correcting deficiencies, recommending disciplinary action, and assisting in the selection of staff;
- Performs complex and professional accounting, financial reporting and budgetary work, including compiling and preparing trial balances and financial reports, journal entries and periodic reconciliations of general ledger, investments, journals, subsidiary accounts, bank statements; reviews accounting transactions to insure accuracy; maintains expenditure, budgetary control accounts, and the City's capital asset record; coordinates and calculates month-end and year-end closings;
  - Participates in the development and administration of all aspects of the City's annual operating budget, including monitoring and balancing various accounts, verifying availability of funds and classification of expenditures, preparing budgetary appropriation transfers and supplemental budgets, researching and analyzing transactions to resolve problems, and reviewing, analyzing, and adjusting budgets for the City and/or City departments;
  - Recommends and implements changes in accounting and auditing systems and procedures;
  - Provides information and assistance to other City personnel, public agencies and the general public regarding applicable departmental policies, rules and procedures;
  - May act as the Finance Director in his/her absence;
  - Keeps department head and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
  - Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
  - Responds to questions and comments from the public in a courteous and timely manner;
  - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
  - Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of relevant Federal, State, and local laws, codes and regulations;
- Thorough knowledge of principles and practices of municipal governmental accounting;
- Thorough knowledge of supervision, training, and performance evaluation;
- Thorough knowledge of generally accepted accounting principles and procedures and their application to a variety of accounting transactions and problems;
- Thorough knowledge of operations, services and activities of a municipal accounting division and financial control practices and procedures;
- Thorough knowledge of municipal budgets and budgeting practices and processes;
- Thorough knowledge of redevelopment law as it relates to finance;
- Thorough knowledge of financial information systems;
- Thorough knowledge of financial research and report preparation methods and techniques;

- Ability to apply Federal, State, and local laws and regulations pertaining to accounting and auditing activities;
- Ability to interpret and explain City policies and procedures;
- Ability to effectively supervise, train and evaluate the work of others;
- Ability to examine and verify the accuracy of financial documents and reports;
- Ability to discern and resolve financial discrepancies;
- Ability to develop and implement accounting system modifications;
- Ability to make accurate mathematical and statistical calculations;
- Ability to prepare and present clear, concise, and complete financial reports and statements, audit reports, and audit work papers;
- Ability to prepare and administer municipal budgets and apply applicable budgeting practices and processes;
- Ability to exercise sound, independent judgment;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to resolve conflicts with those contacted in the course of work;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience that is equivalent to:

- Bachelor's Degree in accounting, finance, business administration, or a related field, and
- Three or more years of responsible municipal governmental accounting and auditing experience, including at least one year of supervisory responsibility.

### **Required Special Qualifications**

- Valid Class C California State Driver's license.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.